

JOB POSTING

LIBRARY ASSISTANT - CIRCULATION AND INFORMATION

Easton Public Library seeks a friendly, customer service oriented person to work 29 hours per week at the Library's Circulation/Information Desk. Duties include checking items in and out, renewing items, processing fees, creating new library cards, placing items on hold, answering phones, and responding to reference questions. Candidate must possess data entry and computer skills, as well as excellent organizational skills and attention to detail. High school diploma is required. Library experience is preferred. Familiarity with Evergreen ILS is a plus. This is a union position that includes weekday, evening, and Saturday hours. Hourly rate: \$16.46.

Please send resume to Lynn Zaffino, Library Director, PO Box 2, Easton, CT 06612, or email at lzaffino@eastonlibrary.org by Friday, March 5, 2021.